State Professional Development Center
2014 Fall Semester
- September, October, November, December -

PD Code/ Session #	Class Name	Dates & Times	Cost	Register
PD5081 /0003	**Transformational Leadership Series** - see list of classes, dates and times below	**August 26, September 3, 9, 23, 30, October 7** 8:30 a.m. - 4:30 p.m.	**$505 Cost for Series + 10% materials fee**	**Register**
	PD5075 - 0004 | **Leadership in Action**	**August 26** 8:30 a.m. - 4:30 p.m.	$123	**Register**
	PD2009 - 0025 | **Creating a Motivating Environment**	**September 3** 8:30 a.m. - 4:30 p.m.	123 + $10 Clifton Strength Finder	**Register**
	PD5085 - 0002 | **Vision & Change**	**September 9** 8:30 a.m. - 4:30 p.m.	$123	**Register**
	PD5071 - 0009 | **From Me to We: Effective Collaboration**	**September 23, 30** 8:30 a.m. - 4:30 p.m.	$190	**Register**
	PD1032 - 0007 | **Teambuilding**	**October 7** 8:30 a.m. - 4:30 p.m.	$123	**Register**
PD5082 /0005	**Effective Management Series** - see list of classes, dates and times below.	**August 27, 28, September 4, 10, 11, 17, 18 , 25** 8:30 a.m. - 4:30 p.m.	**$570 for the Series + 10% materials fee**	**Register**
	PD1002 - 0042 | **Approaching Supervision**	**August 27** 8:30 a.m. - 4:30 p.m.	$123 + $15 Gallup Assessment Fee	**Register**
	PD2010 - 0049 | **Documenting Disciplinary Action**	**August 28** 8:30 a.m. - 4:30 p.m.	$123	**Register**
	PD1017 - 0050 | **Managing Conflict**	**September 4** 8:30 a.m. - 4:30 p.m.	$123 + $18 Thomas Kilman Conflict Instrument	**Register**
	PD5027 - 0017 | **Myers-Briggs & Communication**	**September 10** 8:30 a.m. - 4:30 p.m.	$123 + $30 MBTI Assessment & Guide	**Register**
	PD5083 - 0004 | **Diversity Management**	**September 11** 8:30 a.m. 4:30 p.m.	$123	**Register**
	PD2028 - 0009 | **Performance Management**	**September 17** 8:30 a.m. - 4:30 p.m.	$123	**Register**
	PD5049 - 0008 | **Planning**	**September 18** 8:30 a.m. - 4:30 p.m.	$123	**Register**
	PD5084 - 0005 | **Simulation**	**September 25** 8:30 a.m. - 4:30 p.m.	$123	**Register**
PD5095 /0001	**Effective E-mail Writing** `Class is Full`	**September 3** 8:30 a.m. - Noon	$95	`Class is Full`
PD5087 /0003	**Citizen Engagement in the 21st Century** `New`	**September 4** 8:30 a.m. - 4:30 p.m.	$123	**Register**
PD5022 /0040	**Records and Information Management** `Class is Full`	**September 9** 9:00 a.m. - 3:00 p.m.	$110	`Class is Full`
PD1007 /0006	**Decision Making** `New`	**September 10** 8:30 a.m. - 4:30 p.m.	$123	**Register**
PD1044 /0003	**PowerPoint 2010: Beginning**	**September 11** 9:00 a.m. - 3:00 p.m.	$110 + $10 Lab Fee	**Register**

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PD5066 /0025	The Leadership Challenge Series **Missoula**	**September 16, 17, 24** 8:30 a.m. - 4:30 p.m.	$400 + 10% materials fee	**Register**
PD5059 /0009	State Budget Process	**September 16** 8:30 a.m. - 4:30 p.m.	$123	**Register**
PD2003 /0067	Delicate Balance: Privacy & the Right to Know	**September 23** 9:00 a.m. - 3:00 p.m.	$110	**Register**
PD4001 /0034	Effective Communication Skills _New_	**September 24** 8:30 a.m. -4:30 p.m.	$123	**Register**
PD5031 /0038	Basic Purchasing _Class is Full_	**September 25** 8:30 a.m. - 4:30 p.m.	$123	_Class is Full_
PD4003 /0024	Facilitating Groups	**September 30, October 1** 8:30 a.m. - 4:30 p.m. **October 2** 8:30 a.m. - Noon	$220	**Register**
PD5086 /0002	New Public Service Series _New_ - see list of classes, dates and times.	**October 8, 15, 22, 29 November 5, 12** 8:30 a.m. - 4:30 p.m.	$505 + 10% materials fee	**Register**
	PD5087 - 0004| Engaging Citizens in the 21st Century	**October 8** 8:30 a.m. - 4:30 p.m.	$123	**Register**
	PD5077 - 0005| Performance-Driven Leadership	**October 15** 8:30 a.m. - 4:30 p.m.	$123	**Register**
	PD5079 - 0004| Governance Web 2.0	**October 22** 8:30 a.m. - 4:30 p.m.	$123	**Register**
	PD4001 - 0035 | Effective Communication Skills	**October 29** 8:30 a.m. - 4:30 p.m.	$123	**Register**
	PD5080 - 0006 | Evidence-Based Management	**November 5** 8:30 a.m. - 4:30 p.m.	$123	**Register**
	PD5078 - 0004| Leading Innovation	**November 12** 8:30 a.m. - 4:30 p.m.	$123	**Register**
PD5032 /0033	Advanced Purchasing Methods & Issues	**October 2** 8:30 a.m. - 4:30 p.m.	$123	**Register**
PD5093 /0003	Employee Accountability	**October 7** 8:30 a.m. - 4:30 p.m.	$123	**Register**
PD1043 /0006	Developing Coaching Skills	**October 8** 8:30 a.m. - 4:30 p.m.	$123	**Register**
PD5018 /0026	Initiating & Navigating the RFP Process	**October 9** 8:30 a.m. - 4:30 p.m.	$123	**Register**
PD4019 /0015	Generations in the Workplace **Billings**	**October 9** 8:30 p.m. - Noon	$95	**Register**
PD5095 /0002	Effective E-mail Writing _New_ **Billings**	**October 9** 1:00 - 4:30 p.m.	$95	**Register**
PD5099 /0002	The Respectful Workplace _New_ **Billings**	**October 10** 8:30 a.m. - 3:30 p.m.	$123	**Register**
PD5066 /0026	The Leadership Challenge Series	**October 15, 22, 28** 8:30 a.m. - 4:30 p.m.	$400 + 10% materials fee	**Register**

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PD5064 /0013	Excel 2010 - Beginning	**October 16** 9:00 am. - 3:00 p.m.	**$110 + $10** Lab Fee	**Register**
PD5046 /0040	Exploring Emotional Intelligence	**October 16** 8:30 a.m. - 4:30 p.m.	**$123 + $34** Talent Smart EQ Self-Assessment	**Register**
PD2010 /0051	Documenting Disciplinary Action	**October 21** 8:30 a.m. - 4:30 p.m.	**$123**	**Register**
PD5096 /0002	Grammatically Correct Writing *New*	**October 21** 8:30 a.m. - Noon	**$95**	**Register**
PD5094 /0002	Contract Management	**October 23** 8:30 a.m. - 4:30 p.m.	**$123**	**Register**
PD5082 /0006	Effective Management Series - See list of classes, dates and times below	**October 23, 30, November 6, 13, 20, 25, December 4, 11** 8:30 a.m. - 4:30 p.m.	**$570** **Cost for Series** + 10% materials fee	**Register**
	PD1002 - 0043 | Approaching Supervision	**October 23** 8:30 a.m. - 4:30 p.m.	**$123 + $15** Gallup Assessment Fee	**Register**
	PD5027 - 0018 | Myers-Briggs & Communication	**October 30** 8:30 a.m. - 4:30 p.m.	**$123 + $30** MBTI Assessment & Guide	**Register**
	PD5049 - 0009 | Planning	**November 6** 8:30 a.m. - 4:30 p.m.	**$123**	**Register**
	PD5083 - 0005 | Diversity Management	**November 13** 8:30 a.m. - 4:30 p.m.	**$123**	**Register**
	PD1017 - 0051 | Managing Conflict	**November 20** 8:30 a.m. - 4:30 p.m.	**$123 + $17** Thomas Kilman Conflict Instrument	**Register**
	PD2028 - 0011| Performance Management	**November 25** 8:30 a.m. - 4:30 p.m.	**$123**	**Register**
	PD2010 - 0050 | Documenting Disciplinary Action	**December 4** 8:30 a.m. - 4:30 p.m.	**$123**	**Register**
	PD5084 - 0006 | Simulation	**December 11** 8:30 a.m. - 4:30 p.m.	**$123**	**Register**
PD5059 /0010	State Budget Process	**October 28** 8:30 a.m. - 4:30 p.m.	**$123**	**Register**
PD2009 /0029	Creating a Motivating Environment	**October 29** 8:30 a.m. - 4:30 p.m.	**123 + $10** Clifton Strength Finder	**Register**
PD5097 /0002	Punctuation for Clarity *New*	**November 5** 8:30 a.m. - Noon	**$95**	**Register**
PD5092 /0002	Interviewing for Job Fit *New*	**November 6** 8:30 a.m. - 4:30 p.m.	**$123**	**Register**

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PD5024 /0028	**Excellent Assistant Series**	**November 12, 19, 25, December 3, 10** 8:30 a.m. - Noon	$336	**Register**
	PD1036 - 0046 | Managing Multiple Priorities	**November 12** 8:30 a.m. - noon	$95	**Register**
	Writing for Work	**November 19** 8:30 a.m. -Nnoon	No open enrollment	**X**
	Office Communication	**November 25** 8:30 a.m. - noon	No open enrollment	**X**
	PD1046 - 0004 | Customer Service in the Private Sector	**December 3** 8:30 a.m. -noon	$95	**Register**
	Working on a Team	**December 10** 8:30 a.m. -noon	No open enrollment	**X**
PD5065 /0023	**Excel 2010- Intermediate**	**November 13** 9:00 am. - 3:00 p.m.	$110 + $10 Lab Fee	**Register**
PD5095 /0003	**Effective E-mail Writing** New	**November 13** 8:30 - Noon	$95	**Register**
PD5071 /0010	**From Me to We: Effective Collaboration**	**November 18, 19** 8:30 a.m. - 4:30 p.m.	$190	**Register**
PD5085 /0003	**Vision & Change**	**November 18** 8:30 a.m. - 4:30 p.m.	$123	**Register**
PD5098 /0003	**Writing Clearly and Concisely**	**November 20** 8:30 a.m. - Noon	$95	**Register**
PD3006 /0034	**Writing Job Descriptions**	**December 3** 8:30 a.m. - 4:30 p.m.	$123	**Register**
PD5099 /0003	**The Respectful Workplace**	**December 4** 8:30 a.m. - 4:30 p.m.	$123	**Register**
PD5067 /0031	**Excel 2010 - Advanced**	**December 9** 9:00 a.m. - 3:00 p.m.	$110 + $10 Lab Fee	**Register**
PD5022 /0041	**Records & Information Management**	**December 9** 8:30 a.m. - Noon	$95	**Register**
PD1043 /0007	**Developing Coaching Skills**	**December 9** 8:30 a.m. - 4:30 p.m.	$123	**Register**
PD5098 /0004	**Writing Clearly and Concisely** **Missoula**	**December 9** 8:30 a.m. - Noon	$95	**Register**
PD4019 /0016	**Generations in the Workplace** **Missoula**	**December 9** 1:00 p.m. - 4:30 p.m.	$95	**Register**
PD5095 /0004	**Effective E-mail Writing** **Missoula**	**December 10** 8:30 a.m. - Noon	$95	**Register**
PD1023 /0024	**Remote Management**	**December 11** 8:30 a.m. - Noon	$95	**Register**
PD4002 /0046	**Effective Presentations**	**December 16 & 18** 8:30 a.m. - 4:30 p.m. **December 17 & 19** 8:30 a.m. - Noon	$245	**Register**
PD5046 /0041	**Exploring Emotional Intelligence**	**December 17** 8:30 a.m. - 4:30 p.m.	$123 + $34 Talent Smart EQ Self-Assessment	**Register**